

Minutes of the Pre-Proposal Conference

February 8, 2022

At the U.S. Embassy Lisbon, Portugal

19P05022Q0001

The meeting was called to order at 9:20 am. The Procurement Supervisor (PS), Adelia Monteiro, welcomed all attendees and introduced herself and the members of the Embassy that were present at the meeting: Jennifer Johnson (General Services Officer/ Contracting Officer), Viera Dobosova (Assistant General Services Officer, Rui Noronha (Facilities Supervisor), Pedro Fragoso (Facilities Foreman) and José Gregorio, Procurement Assistant (Note Taker).

Representatives of the following firms (Prospective Offerors) attended the meeting:

- Meristema
- Vibeiras S.A.
- Parques e Jardins
- Jardins e Etc.
- Sograma

The Procurement Supervisor (PS) explained briefly the conference parameters and that all complex questions will have to be submitted in writing and will be answered subsequently. She also indicated that any changes to the solicitation will be done in the form of written amendments and will be sent to the prospective offerors and must be acknowledged in writing.

The Procurement Supervisor reiterated the fact that the length of the contract is for a base year plus one option year. She mentioned that the Government holds the unilateral right to exercise the option year.

The PS informed all present that all the information regarding this solicitation will be available to all equally. It was also indicated that the solicitation and the whole contracting process is in accordance with United States Government regulations, i.e. Federal Acquisition Regulation (FAR), Department of State Acquisition Regulations (DOSAR) and the Office of the Procurement Executive (AOPE).

All the questions and the Embassy's official answers will be on a separate page entitled "Questions and Answers" and it will be posted on the Embassy's website and SAM platform.

PS indicated that on form SF-1449 (cover page of the solicitation) blocks 17, 24 and 30a. and 30b. must be filled out by the offeror. Information required on Block 19-24 will be provided in Section 1 – The Schedule – III. Pricing.

The PS continued the meeting by referring to Section 2- Contract Clauses (Federal Acquisition Regulation FAR and Department of State Acquisition Regulation DOSAR). Some contract clauses are inserted by reference, others are in full on the solicitation. The clauses can be found online.

PS referred to Section 3 – Solicitation Provisions that refer to the documents that need to be provided with the proposal. Failure to submit these documents may result in disqualification. In the event of minor documentation being omitted in your proposal we may contact the offeror. The PS stated that the prospective offerors should review the checklist, before its submission.

Quotations are due for submission on or before February 22, 2022 by 4pm by email to lisbonprocure@state.gov or in hardcopy to Embassy of the United States of America, C/O Contracting Officer, GSO, Avenida das Forças Armadas, 1649-044 Lisboa. No late submissions will be accepted. PS mentioned that statements made at the pre-proposal conference do not change the solicitation. As stated earlier in the meeting, all communications have to be in writing, if there are any additional questions, please make sure that they are put in writing and submitted by February 15, 2022, the answers will also be in writing and will be posted on the Embassy website on the SAM platform.

PS referred to payment clause – please note that once we sign the contract, we cannot deviate, As part of the necessary documentation, you will be required to submit proof of insurance. Any of the contractors' employee coming in to work at the Embassy, for any given reason, will be subject to preliminary security at the entrances. The PS encouraged the winning firm to submit additional names in the event that regular staff members are unable to attend work for whatever reason.

The PS focused the importance placed by Department of State on issues related to Combating Human Traffic (FAR 52.222-50).

The Procurement Supervisor continued to address the meeting by calling everyone's attention to Section 3, regarding the importance of registering in the SAM (www.sam.gov System Award Management) registration, which has become mandatory for all contractors engaging in business with the US Government for contracts above thirty thousand US dollars.

The Procurement Supervisor referred to Section 4– Evaluation Factors. All proposals will be evaluated by a Technical Evaluation Panel (TEP) without price and will be scrutinized by their technical factors.

Sections 5 – Representations and Certifications: when contractors are registered in SAM.gov, the questions and information pertaining to this Section are already answered.

Pedro Fragoso mentioned that gardeners must comply with U.S. safety and security standards.

Rui Noronha mentioned that gardeners must pay special attention when performing their activities near motor vehicles in the Embassy parking lot to prevent accidents.

PS referred to “additional /optional services” in the solicitation, such as pruning and tree cutting services in trees above a specific height. All prospective quoters present in the meeting agreed that this issue should be addressed separately and pricing for these services must not be included in their total price

proposal. These services (additional services) should be priced according to the height of each tree (small, medium and tall size).

Pedro Fragoso indicated that trash removal must occur on a weekly basis.

Adelia Monteiro (PS) referred to Section 1 – (page 10) “Deliverables” and indicated that the list documents must be delivered either with the proposal or after award documentation including a technical and safety documents of all products in order to be approved by the U.S. Department of State – Posho.

The PS, in her final remarks reminded everyone that the proposals are due on or before February 22, 2022 by 4pm. Any questions related to the solicitation must be submitted in writing to LisbonProcure@state.gov and will be answered in writing.

The Facilities Maintenance Supervisor (FM) addressed the meeting by reviewing the Statement of Work (SOW) that is incorporated in the solicitation. FM began by explaining the duties and roles of the Embassy’s personnel within the contract, namely the roles of the Contracting Officer Representative (COR). FM went further into details on the SOW exemplifying areas that are expected to be covered in more detail than other. For example, cleaning outside stairs leading to the Embassy main door, power washing services, leaves and trash blowing of stairs and paths, front and back entrances. FM emphasized the importance of having a general work plan incorporated in the proposal. FM mentioned that working hours are from 8am to 5pm on weekdays and US holidays are observed. Provision for additional non routine works is also contemplated on the contract. Other works that are not on the written contract must be quoted and contracted separately.

The Embassy will provide spaces for storage and other work-related usage. The contractor’s employees are expected to follow the U.S. standards of work and other work-related regulations.

The prospective quoters were escorted out of the Manor House Dinning Room for a site visit. The site visit began by the Embassy’s back gardens near white marble statue fountain and proceeded to the front garden areas of the compound where the attendees were given the opportunity to gather onsite information of the grounds and on areas that need to be covered. The FM explained in detail what need to be done, daily, weekly and each semester, for the visitors to acquire a more concise idea of what is expected to be addressed by their staff.

Lastly the prospective quoters visited the areas on the back of the Chancery building and those adjacent to the NEX building.

The site visit ended by 11.00 am and all attendees were escorted out.

QUESTIONS AND ANSWERS:

Q. Will Glyphosate (Roundup) be accepted?

A. Yes, glyphosate use will be accepted.